

**IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 1/18/2019**

**BOARD MEMBERS PRESENT:** Joshua R Thompson - Chair  
John H Williams  
Cathy Hart  
Mary E Leonard  
Zendy F Meharry

**BUREAU STAFF:** Kelley Packer, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, General Counsel  
Rob McQuade, Legal Counsel  
Betsy Duncan, Technical Records Specialist II

**OTHERS PRESENT:** Kris Ellis, Idaho Health Care Association  
Lindy High, Idaho Barber and Cosmetology  
Services Licensing Board

The meeting was called to order at 9:00 AM MST by Joshua R Thompson.

**APPROVAL OF MINUTES**

Ms. Meharry made a motion to approve the minutes of 11/06/2018 and 11/15/2018. It was seconded by Ms. Hart. Motion carried.

**LEGISLATIVE REPORT**

Ms. Eavenson updated the Board on the Interim Committee current status, the November meeting of the National Consortium on Occupational Licensing in Florida, and the Licensing Freedom Act Working Group.

**FINANCIAL REPORT**

Ms. Eavenson gave the financial report, which indicated that the Board had a cash balance of \$27,368.69 as of 12/31/2018.

## **DISCIPLINE**

Mr. Nelson presented a memorandum regarding case number NHA-2018-2. After discussion, the Board gave recommendations for appropriate discipline.

Ms. Meharry made a motion to approve the Bureau's recommendation and authorize closure in case NHA-2018-2 with an advisory letter. It was seconded by Ms. Leonard. Motion carried.

## **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

## **FOR BOARD DETERMINATION**

Ms. Leonard made a motion to approve the Bureau's recommendation and authorize closure in cases I-NHA-2018-3, I-NHA-2018-5 and I-NHA-2018-6. It was seconded by Ms. Hart. Motion carried.

## **BOARD TRAINING**

Mr. Ellsworth provided training on the Open Meeting Law.

## **OLD BUSINESS**

The Board reviewed the To Do List.

## **PROPOSED LAWS AND RULES**

Mr. Ellsworth presented a draft for a proposed change to Board Rule 400, updating the nursing home training requirements to comply with current National Association of Long Term Care Administrator Boards requirements. The listing for Organizational Management is omitted.

Ms. Leonard made a motion to approve the draft. It was seconded by Ms. Meharry. Motion carried.

Mr. Williams joined the meeting by conference call at 10:22 AM MST.

## **NEW BUSINESS**

**NEXT MEETING** was scheduled for 03/01/2019 at 9:00 AM MST. The meeting is planned to be a conference call. The Board also scheduled a face-to-face meeting on 04/19/2019 at 9:00 AM MDT, a conference call on 06/14/2019 at 9:00 AM MDT, and a face-to-face meeting on 08/02/2019 at 9:00 AM MDT.

## **PROPOSED LEGISLATION**

Ms. Ellis presented a proposed exemption expanding Idaho Code §54-5805 (1) on behalf of the Idaho Health Care Association. It would allow certain individuals to perform personal care or hygiene services for those residing in a hospital, skilled nursing facility or residential care facility, without having to hold a cosmetology or barber license. The Board took no action. Ms. Ellis left the meeting.

Ms. Packer and Mr. McQuade joined the meeting.

## **INTRODUCTIONS**

Ms. Packer and Mr. McQuade were introduced to the Board.

## **MILITARY INFORMATION FOR APPLICATIONS**

The Board reviewed proposed wording to be added for military service members and veterans. Ms. Leonard moved to add the wording to the Board's applications and webpage. It was seconded by Ms. Hart. Motion carried.

## **CORRESPONDENCE**

The Board reviewed correspondence from the National Association of Long Term Care Administrator Boards regarding their survey of state's processes in handling applicants with past criminal convictions. The Board determined no response would be provided.

## **EXECUTIVE SESSION**

Ms. Meharry made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Ms. Hart. The vote was: Ms. Hart, aye; Ms. Leonard, aye; Ms. Meharry, aye; Mr. Thompson, aye; and Mr. Williams, aye. Motion carried.

Ms. Meharry made a motion to come out of executive session. It was seconded by Ms. Leonard. The vote was: Ms. Hart, aye; Ms. Leonard, aye; Ms. Meharry, aye; Mr. Thompson, aye; and Mr. Williams, aye. Motion carried.

## **APPLICATIONS**

Ms. Meharry made a motion to approve progress reports for nursing home administrators in training (NHAIT):

NHAIT-1217  
NHAIT-1212

NHAIT-1219  
NHAIT-1222

and directed staff to include language in approval letters to require explanations and descriptions of training activities for future reporting. It was seconded by Ms. Leonard. Motion carried.

Ms. Meharry made a motion to approve the following for examination:

901151848  
901158311

901157423

It was seconded by Ms. Leonard. Motion carried.

Ms. Meharry made a motion to approve the following for licensure:

TRANGSRUD MARK

NHAA-1231

It was seconded by Ms. Leonard. Motion carried.

Ms. Meharry made a motion to deny the following based on Idaho Code 54-1610(3):

MELCHIORRE LISA  
PARNELL BRENDA

NHAA-1235  
NHAA-1228

It was seconded by Ms. Hart. Motion carried.

Ms. Leonard made a motion to approve the following for a change of preceptor:

NHAIT-1201

It was seconded by Ms. Hart. Motion carried.

Ms. Meharry made a motion to approve the submitted continuing education for the following:

NHA-1094

NHA-808

It was seconded by Ms. Leonard. Motion carried.

Ms. Meharry made a motion to designate the Chair and Vice Chair to approve preceptor change requests from NHAITs, providing the proposed preceptor currently holds the status. It was seconded by Ms. Hart. Motion carried.

## ADJOURNMENT

Ms. Meharry made a motion to adjourn the meeting at 12:52 PM MST. It was seconded by Ms. Hart. Motion carried.

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Joshua R Thompson, Chair

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John H Williams

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Cathy Hart

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Mary E Leonard

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Zendi F Meharry

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Kelley Packer, Bureau Chief